

Agricultural Marketing Service
Deputy Administrator for Marketing Programs
Livestock and Seed Division
Meat Grading and Certification Branch
Meat Acceptance Specialist, GS-1981-03

LM19

I. INTRODUCTION

This position is located in the Meat Grading and Certification Branch, Livestock and Seed Division. The Branch provides Federal grading and certification services for meat and meat products on a voluntary, financially self-supporting basis.

The incumbent of this position performs specific, limited duties at meat packing and processing facilities under the jurisdiction of an area office.

II. DUTIES AND RESPONSIBILITIES

Receives formal and on-the-job training in the functions and operations of the meat grading program, agency policy and regulations. Studies instructional material, the official standards, and regulations which govern the grading, inspection and certification of meat and meat products.

Receives specific and detailed instructions to examine meat either in carcass or whole cut for freshness, trim, texture, and other factors related to product quality, conformance with specifications, and contract requirements. Examines final product for defects in packaging, quantity, and weight.

Completes routine selection of samples of meat and/or meat products for analysis using official random sampling procedures to ascertain if products are in compliance with specification requirements. Follows detailed procedures in selecting samples and inspecting products for compliance with contract specifications.

Applies certification stamps to meat, meat products, and containers in accordance with specification and contract requirements. Refers complex certification determinations and specification interpretations to supervisors and senior employees.

Prepares and issues certificates of acceptance, assists in maintaining records and files relating to the grading work and compiles summary work reports.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communication are bias free and that differences of other employees and clients are respected and valued.

III. EVALUATION FACTORS

FACTOR 1 KNOWLEDGE REQUIRED

The ability to comprehend the official grade standards and regulations.

The ability to apply specific acceptance and certification procedures to meat and meat products.

Knowledge of official standards to examine products against contract specifications.

FACTOR 2 SUPERVISORY CONTROLS

The supervisor or senior employee provides the assignments giving detailed and specific instructions on the methods to be used in performing each phase of the work task. The Meat Acceptance Specialist works in strict adherence to instructions. Assistance is readily available for the employee while the work is being performed. The work is closely reviewed while in progress and upon completion for compliance with instructions, methods, procedures, and accuracy of determinations.

FACTOR 3 GUIDELINES

Guidelines include various official specification for meat and meat products, purchase orders and contracts, technical and procedural instructions and notices, and oral supervisory instructions. The incumbent adheres closely to the guidelines and instructions. Borderline cases and/or situations not directly covered are referred to a supervisor or journey man grader for classification or determination.

FACTOR 4 COMPLEXITY

The work consists of a variety of duties including sampling meat and meat products and inspecting meat and meat products for general compliance, proper storage, and transportation requirements. The procedures and methods used vary according to the duties being performed, as do the pertinent factors to be considered. Technical factors to be considered are generally apparent and readily verified.

FACTOR 5 SCOPE AND EFFECT

The work involves applying specifications and regulations to determine the acceptability of meat and meat food products. These determinations directly affect the products's market value and, consequently, the economic interests of producers, processors, wholesalers, governmental agencies and departments, and institutions.

FACTOR 6 PERSONAL CONTACTS

Contracts include Agricultural Commodity Graders (Meat), USDA Meat inspectors, other Federal and State Governmental personnel, consumers, and industry personnel including company graders, department supervisors, and production managers.

FACTOR 7 PURPOSE OF CONTACTS

The purpose is to develop and maintain the cooperation of plant employees, to explain determinations and Agency policies and regulations, and to exchange Information to plan and schedule work activities. Questions and problems are routinely referred to a journeyman grader or supervisor for resolution.

FACTOR 8 PHYSICAL DEMANDS

The work requires long periods of standing and some lifting of heavy cartons. The work also includes periods of continually stamping cuts of meat and cartons.

FACTOR 9 WORK ENVIRONMENT

The work environment includes exposure to the cold temperature coolers (25 to 50 degrees Fahrenheit) and other processing areas; the high noise levels of industrial processing equipment; the risk of forklifts, meat hooks, and/or meat products, and other items moving or falling; slippery floors and stairs; and the risks of cutting and sawing equipment,